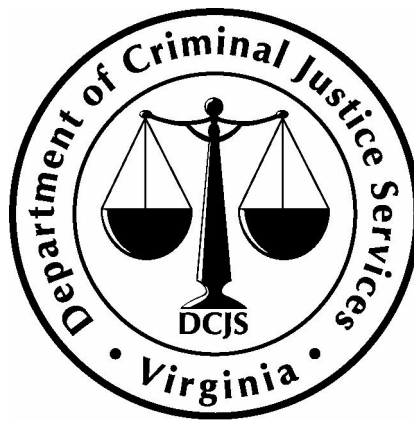


**LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM
GRANT
GUIDELINES AND APPLICATION INSTRUCTIONS
FOR CBRNE ROBOTS and CERU UNITS STARTING 1 MAY 2008**



Department of Criminal Justice Services
202 North 9th Street
Richmond, Virginia 23219

I. Introduction

The Law Enforcement Terrorism Prevention Program (LETPP) grant provides federal funds to assist state and local law enforcement agencies in their endeavor to prevent and respond to potential acts of terrorism. As Virginia's Criminal Justice Planning Agency, the Department of Criminal Justice Services (DCJS), is designated the administering agency for making these funds available to law enforcement through state and local units of government. Funding for the Law Enforcement Terrorism Prevention Program comes from the Department of Homeland Security (DHS) and through the Virginia Department of Emergency Management (VDEM).

Requirements/Limitations

Amount Available

Funds will be awarded, on a reimbursable basis, to support fully justified costs necessary to support agencies that have Chemical Biological Radiological Nuclear Explosive Robots and Computer Evidence Recovery Units.

Maximum award amounts are stated in the following program briefs.

Non-Supplanting

Grant funds may not be used to supplant state or local funds that would otherwise be available for these purposes.

Match Requirement

No match required.

Grant Period

The grant period is **May 1, 2008** through **June 30, 2009**.

Award Category

The Law Enforcement Terrorism Prevention Program provides funding assistance to law enforcement agencies to enable their capabilities for detecting, deterring, disrupting and preventing acts of terrorism. Awards are designed to provide assistance to all state law enforcement agencies, police departments, and sheriffs' offices within county or city boundaries including all incorporated or unincorporated towns, regardless of whether or not they have primary law enforcement responsibilities.

LETPP 2007 funds may be used for the purchasing of equipment to support any of the two activities listed:

1. Chemical Biological Radiological Nuclear Explosive (CBRNE) Robots
2. Computer Evidence Recovery Units (CERU)

II. Program Briefs

Grant funds are awarded to the localities listed below in the amounts delineated under each equipment purchase. Localities awarded multiple program funds must spend according to the equipment list. Localities are not authorized to change or exchange equipment within categories without providing written spending justification and receiving approval from DCJS prior to making purchase. Funds not allocated at the end of the grant period must be returned to DCJS. There are no matching requirements for this program.

Authorized Program Expenditures

A. Computer Evidence Recovery Unit Program

The localities selected are awarded funds for the purchasing of equipment to support their existing/new Computer Evidence Recovery Units as follows.

<u>Locality</u>	<u>Federal Award Amt</u>
Bristol, City Police Department	\$54,190 *2006 and 2007 funds*
Arlington County, Police Department	\$29,190
Campbell County, Sheriff's Office	\$29,190
Chesterfield County, Police Department	\$29,190
Fairfax County, Police Department	\$29,190
Hampton, City Police Department	\$29,190
Henrico County, Police Department	\$29,190
Norfolk, City Police Department	\$29,190
Richmond, City Police Department	\$29,190
Stafford County, Sheriff's Office	\$29,190
Virginia Beach, City Police Department	\$29,190

B. Chemical Biological Radiological Nuclear Explosive (CBRNE) Robots

The localities selected are awarded funds for the purchasing of equipment to support CBRNE Robots.

<u>Locality</u>	<u>Federal Award Amt</u>
Alexandria, City Police Department	\$163,962
Richmond, City Police Department	\$163,962
Henrico, County Police Department	\$163,962

Grant funds shall not be used to purchase firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; personal entertainment; personal phone calls; food and beverages and luxury vehicles.

III. How and Where to Submit Award Documents

The signed award documentation must be received at DCJS' offices by 4:00 PM on Monday 16 June 2008.

Submit Award Documentation to:
Department of Criminal Justice Services
Grants Administration Section
202 North Ninth Street
Richmond, VA 23219

Forms and Instructions

The required documents for the 2007 LETPP CBRNE Robots and CERU program are listed below:

Itemized Budget Form

http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTS_itemized_budget.rtf

Budget Narrative

Certification of Lobbying and Debarment Form

http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTSCert_lobby_debarment_form.pdf

General Grant Conditions and Assurances

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>

IV. Itemized Budget Form

You must submit to DCJS' an Itemized Budget Form to detail **total proposed expenditures for the project by category.** Use the information below to complete the Itemized Budget Form. Substitute forms will not be accepted. Form can be downloaded from

http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTSCert_lobby_debarment_form.pdf

Itemized Budget Form

<i>Information Block</i>	<i>Content</i>
1. Equipment	Each major item must be separately listed with its unit cost. The Budget Narrative must thoroughly explain the relevance and importance of each item in the project.
Item #	Sequentially number each piece of equipment
Description	Describe each piece of equipment listed
Unit Price	Individual cost per item
Quantity	List the number of items requested for purchase
Total	Total amount of equipment purchase
2. Supplies and Other Expenses	Expendables needed to support the project
3. Indirect Cost	None Applicable
Grant Total	Enter total amount requested.

V. Budget Narrative

Provide a Budget Narrative which thoroughly explains the reason for each requested budget item and provides the basis for its cost. Provide plain language explanation of each equipment item and its uses.

Award requirements

A. Award Forms

Review the award package and Statement of Grant Award. If you agree to the terms and conditions stated in the award package, sign and date the Statement of Grant Award/Acceptance (SOGA) document and return to DCJS by 15 June 2008.

B. Project Forms

Drawdown Equipment List and Project Expenditure Report Form

This grant is a reimbursement grant. In order to receive reimbursement, submit the Drawdown Equipment List along with the Project Expenditure Report forms to DCJS. The Drawdown form can be located at:

http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTS_drawdown equip_listt 2007.doc and the Project Expenditure Report form can be located at:

<http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTS Project Exp form.xls>. A copy of your Purchase Order or receipt for payment must be included. **Do not request funds prior to 120 days of expenditure/ disbursement.** You may request total grant award or partial award. The Project Expenditure Report form must be signed by either the Project Director or Financial Officer.

If you need to make an equipment item change submit a written request along with a revised DEL form to Grant Monitor, Shelia Anderson. You may only receive reimbursement for items listed on the Itemized Budget Form.

A Project Expenditure Report "Sample" Document can be viewed at <http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTSprojectexpenditureFORMSample.xls>.

Return any unspent funds to DCJS by 1 October 2009.

Pay Accounting Sheet

Submit final Pay Account sheet with a copy of final pay vouchers, checks, credit card receipts indicating payment received at the end of grant period. Form located at:

<http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTS Pay Acct Sheet 2007.doc>

Complete the Final Program Evaluation Form by 1 October 2009. Form can be obtained at

<http://www.dcjs.virginia.gov/forms/cple/CERU-ROBOTS final prog eval form.doc> Information utilized in the evaluation will be utilized to generate program funding application and readiness.

C. Decline of Award

If you do not wish to accept this award, or comply with the terms and conditions of the award, submit a letter in writing indicating that you wish to decline the award to the attention of Janice Waddy, Department of Criminal Justice Services, Grants Administration 202 North Ninth Street, Richmond, VA 23219.

Questions and Technical Assistance

- For questions regarding the acceptance or decline of this award, contact Janice Waddy, Grant Administrator at (804) 784-4011 or e-mail her at janice.waddy@dcjs.virginia.gov
- For questions regarding grant management contact Shelia Anderson, Grant Monitor (804) 786-9469 or email her at shelia.anderson@dcjs.virginia.gov
- For questions regarding program matters contact Sam Hoffman, Homeland Security Coordinator at (804) 225-3899 or e-mail him at sam.hoffman@dcjs.virginia.gov

Forms Checklist

- ☐ Itemized Budget Form
 - Total amount requested may not exceed program allowance listed. No match required
- ☐ Budget Narrative – explains equipment item in detail
- ☐ Certification of Lobby and Debarment Form – signed and dated
- ☐ General Grant Conditions and Assurances – signed and dated
- ☐ Mail or hand deliver completed forms to DCJS by **4:00 p.m. on Monday, 16 June 2008.**